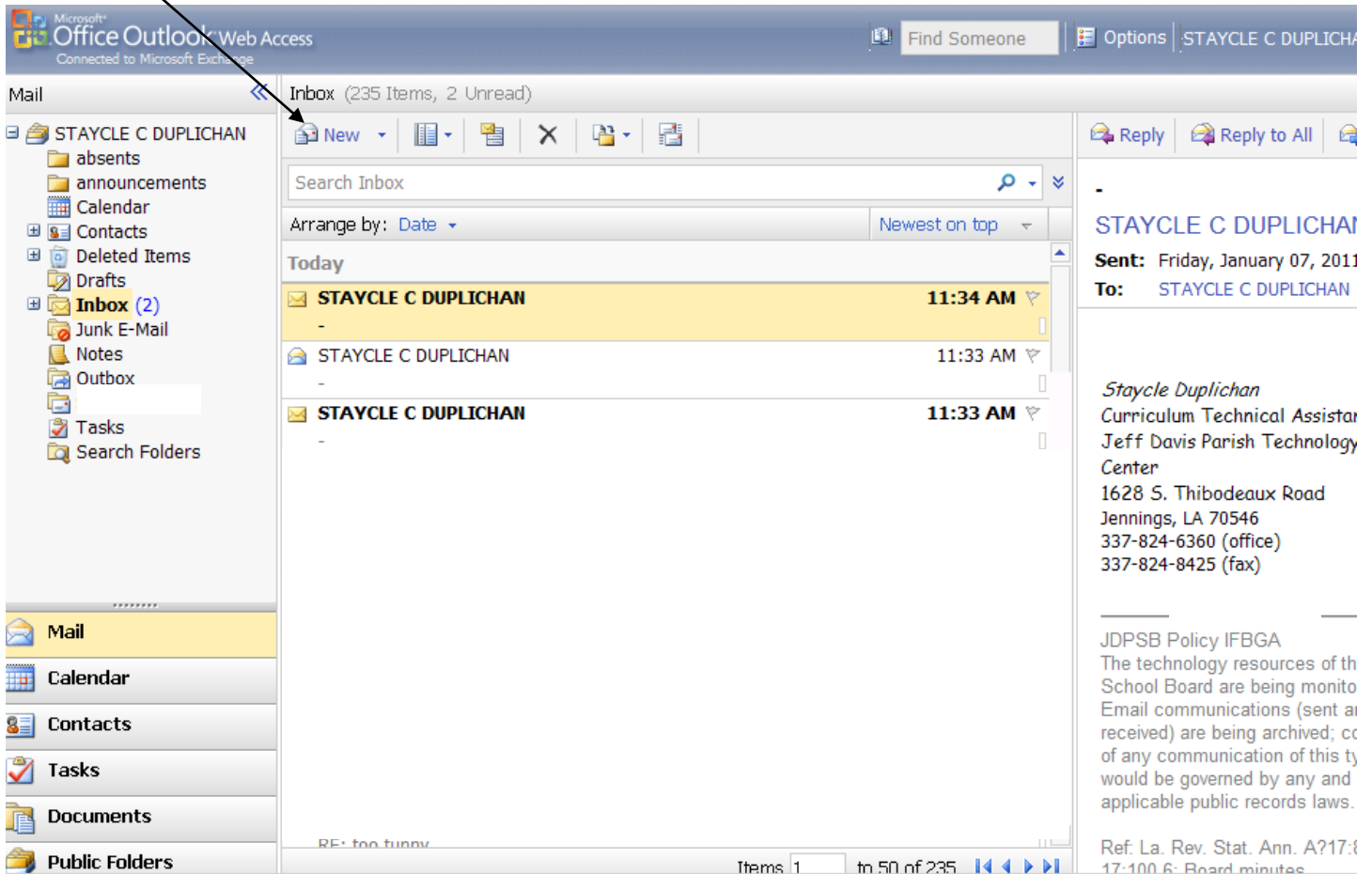


Microsoft Office Outlook Web Access

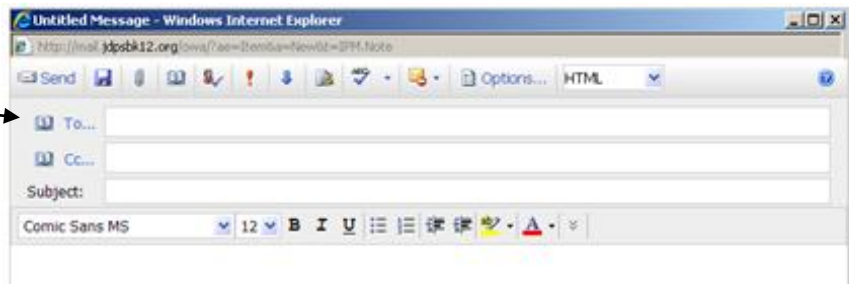
How to send an email

1-Click **New** once



A new screen will appear.

Click **To...** once



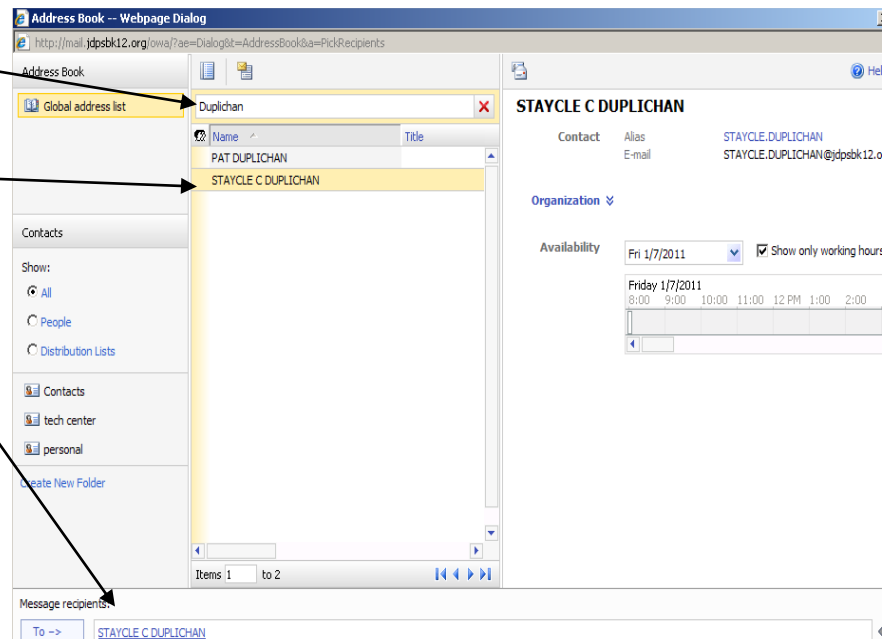
In the box type the first or last name of the person you want to send an email to and then press enter.

Click the person's name twice.

The name will appear at the bottom of the screen.

You can repeat this action to send the email to more than one person.


Click OK



Attachment (paper clip)

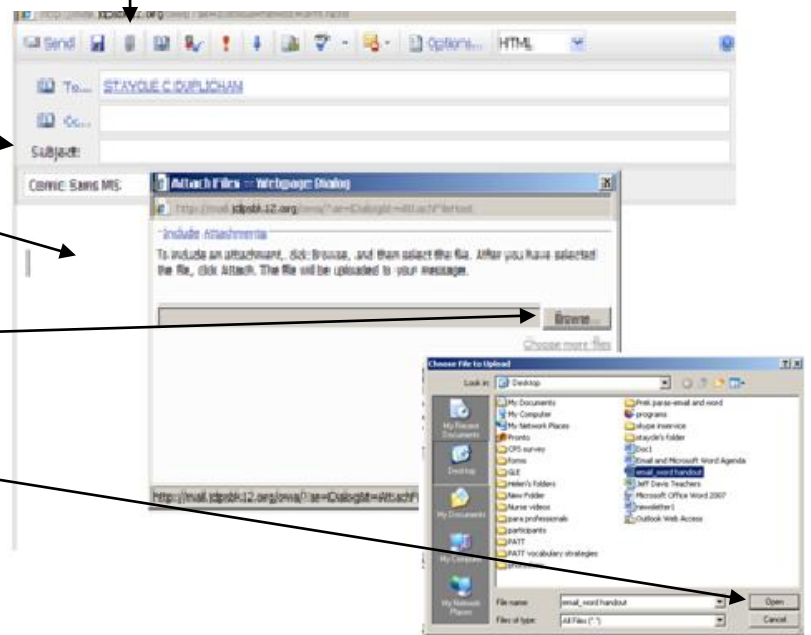
Type the Subject.

Type your email message.

Click the paper clip symbol  once.

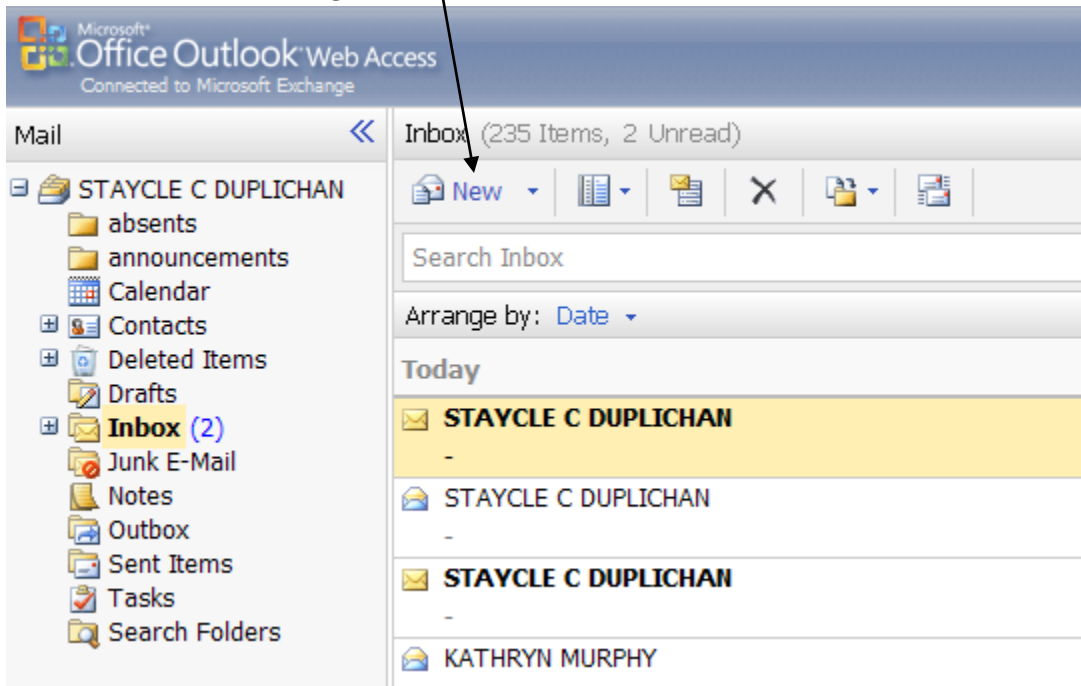
A pop-up will appear. Click browse and find where you saved your document.

Click the document once and click Open, Attach and then Send.

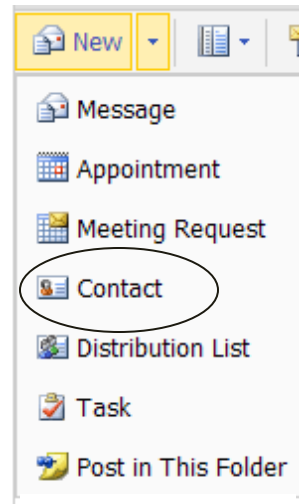


How to add a Contact

Click the arrow to the right of New.




Click Contact



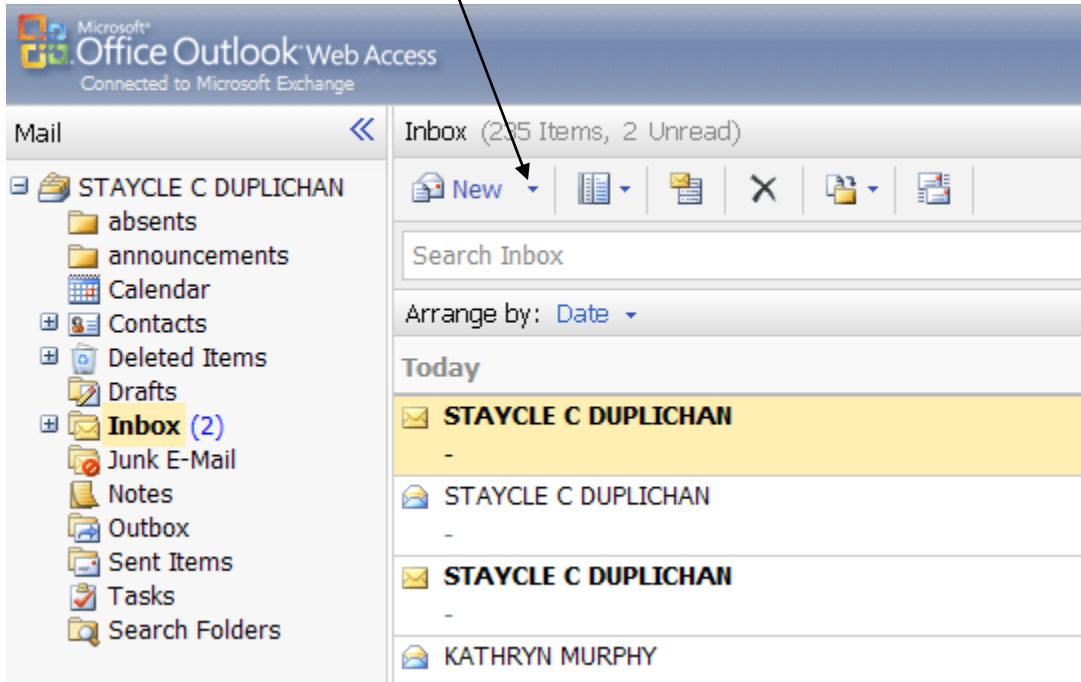
Fill in the Profile. When finished click Save and Close at the top left of the screen.

To send an email to your new Contact, click New once and then click To.... On the far left of the screen

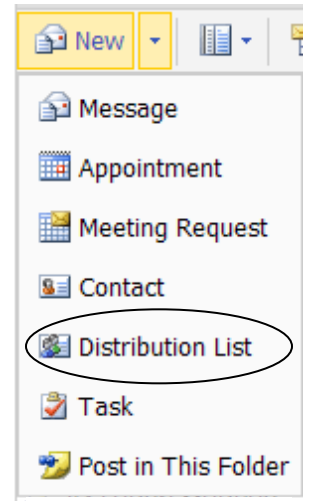
click  once. Highlight the Contact by clicking it twice and then click OK.

How to set up a Distribution List

Click the arrow to the right of New once.



Click Distribution List



Click Members once.

The Address Book appears. Click each person's name that you want to add to your Distribution List twice. Click OK.

This screen will appear again. Write a title for your Distribution List in the box that is labeled List Name.

Click Save and Close.

